SAC PLANNING & BUDGET MEETING
MINUTES – OCTOBER 7, 2014
SAC FOUNDATION BOARD ROOM
1:30P.M. – 3:00P.M.

Approved 11/4/2014

The mission of Santa Ana College *is to be a leader and partner in meeting the intellectual, cultural, technological and workforce development needs of our diverse community. Santa Ana College provides access and equity in a dynamic learning environment that prepares students for transfer, careers and lifelong intellectual pursuits in a global community.*

Administrators	Academic Senate		CLASSIFIED	GUESTS	
Mike Collins, co-chair	Ray Hicks co-chair	George Wright(a)	Tom Andrews	Esmeralda Abejar	Brenda Serratos
Jim Kennedy	Pat Mansfield(a)	John Zarske	Denise Hatakeyama	Tom Bonetati	Gabriel Shweiri
Lilia Tanakeyowma	Monica Porter(a)		Jimmy Nguyen	Rhonda Langston	Brian Sos
	Student Rep.		Leslie Wood-Rogers	Sara Lundquist	George Sweeney
	Briana Brennan			Kristen Robinson	

1. WELCOME			Meeting called to order 1:31p.m.
	Self introductions were made.		
2. PUBLIC COMMENTS	**DISCUSSION/COMMENTS**		**ACTIONS/ FOLLOW UPS**
	No Public Comments		
3. MINUTES	**DISCUSSION/COMMENTS**		**ACTIONS/ FOLLOW UPS**
	The September 2, 2014 Planning and Budget minutes were presented for approval.		<u>ACTION</u> Motion was moved by J. Zarske approve the September 2, 2014 Planning & Budget Committee minutes. 2nd – L. Tanakeyowma Minutes were approved unanimously.
4. BUDGET UPDATE	**DISCUSSION/ COMMENTS**		**ACTIONS/ FOLLOW UPS**
	State • The State budget is in place and we are currently working through- deficit factor has been budgeted by the Dist 1.718%, in the event the State holds back revenue due to lower-than-expected tax revenue. • Voters are unsure about Proposition 2, Governor Jerry Brown's Rainy Day reserve, according to a new poll released by the Public Policy Institute of California (PPIC). The poll was conducted between September 8 and September 15, 2014, and found that among likely voters, only 43% would vote for the measure, while 33% were opposed, and 24% were undecided. • The first year of Proposition 39 (energy efficiency projects) was very successful for SAC, where we replaced about 30,000 interior and exterior light with LED bulbs. The District is working with CCC/IOU Partnership deadline for reporting project completion and energy savings to the California Public Utilities		

BUDGET UPDATE(cont.)	DISCUSSION/ COMMENTS	ACTIONS/ FOLLOW UPS
	Commission (CPUC) is December 31, 2014. SAC Admin Services is also working with SCE to identify opportunities to lower electrical utility bills.	
	- The 2014-15 State Budget increased funding for the Student Success and Support Program (SSSP) by $100 million. The 2014-15 allocations were generated by the formula in effect for 2013-14 and historically for the Credit Matriculation program, based solely on 2013-14 unduplicated student headcount weighted for new and continuing students. That formula will now be retired**. For 2015-16**, the allocations will be based on the new SSSP funding formula, using 2014-15 year-end MIS data on unduplicated student headcount and the provision of SSSP core services. - For 2014-15, we are required to spend $2 SAC dollars for every $1 of Credit SSSP funds to meet the match requirement in support of the SSSP. 2014-15 allocations for the new Student Equity categorical program. Governor Jerry Brown and the California State Legislature provided $70 million in the 2014-15 Budget Act to establish the Student Equity program "in order to ensure equal educational opportunities and to promote student success for all students, regardless of race, gender, age, disability, or economic circumstances." **District** - Working through a few budget issues with the District, specifically tracking 1300 accounts related to PT faculty. With the addition of the new FON-required faculty, the District and SAC cut the 1300 budgets to account for the savings and to help fund the new faculty. SAC has transferred $1.4 million out of our $2.5 million ending balance, including some faculty vacancy savings, to help fund our 1300 accounts. - We will be tracking costs related to our PT costs very closely, and will report on the first quarter at our next meeting P&B meeting, where our Quarterly Budget Performance Report will be provided to P and B. At first quarter, SAC is performing within budget the established 1300 budget for FY 14-15. - While we should be fine with the funded PT accounts in 14/15, the area of focus needs to be planning for FY 15/16. It is critical to ensure that our schedule is efficient, productive, and our budget allows for investment into our schedule to capture funded FTES growth. Another issue with the Dist budget is that the District has budgeted a growth/access/restoration factor at 2.75% for FTES in the adopted budget. SAC is currently tracking at about 1% growth in FTES, as is SCC. This is a statewide trend, where there the Gov has provided funding for FTES growth at 2.75%, but districts are struggling to get there. This could be an impact on the District	

BUDGET UPDATE(cont.)	DISCUSSION/ COMMENTS	ACTIONS/ FOLLOW UPS
	budget stabilization fund to cover any potential shortfall in revenue generation. **SAC** • Met with every dean and validated their prioritized RAR requests for FY 14-15. We were able to nail down each division's Instructional Equipment requests so we can fund the accounts and cut reqs /POs now to get the IE into the hands of the faculty ASAP- including tech needs. • Finished with the 13-14 SAC Foundation audit at the beginning of Sept., once again, no findings were identified by the auditors. Excellent job on behalf of our Campus Budget Office. RAR process is cranking up again. P and B will be setting the college budget priorities at the next meeting, and these budget priorities once again will be a cornerstone of the RAR process, along with the strategic plan, college mission, and program review. RAR forms will be going out in the first week of November and due before the Holiday break in December.	
5. ENROLLMENT MANAGEMENT		
	It was reported that SAC is performing about 100 FTEs better than last fall. The college is projecting and expecting to achieve a 1% growth target based on last year's data, efficiency and fill rates of this year as well as what is happening with the academies. Discussion ensued regarding enrollment management strategies: • Enrollment management task force meeting weekly. • Utilizing the enrollment management tool from the district. o The tool provides cost information per section among other options. Enrollment Management Institute is being planned for In addition the team is looking at: • Fill rates from last year • Developing strategies for high efficiency • High demand courses (A-G) transfer applicable • Priorities • More large group instruction • Improve and expand pathways The focus on Enrollment Management will continue. • Expanded Math and English classes for Intersession. • Students that have not yet taken Math or English will be notified of the offerings that are critical to their advancement. • Enrollment Management Institute is being planned for the deans, President's Cabinet, dept. chairs and the Academic Senate leadership. Members were reminded that proactive measures will continue in the area of enrollment management.	

6. STUDENT UPDATE		
	Briana Brennan presented a report to the members. (See attached) In addition to the report the following was also noted: • There will be a Halloween event on Thursday, October 30th • ASG is considering a FOOD TRUCK NIGHT event. This event will be a fundraiser as well as an outreach effort to the evening student population. • Leave a Legacy is the student version of Faculty Innovation grants. The ASG is committed to providing funding for faculty to promote student success.	
7. SACTAC	**DISCUSSION/ COMMENTS**	**ACTIONS/ FOLLOW UPS**
	The committee is prioritized all of the technology requests that were received from the 14/15 RARs process. The committee used the SACTAC priorities and the Santa Ana Technology plan as a guide. These priorities were: • Replacing old computers in high volume areas • Improve or mediate classrooms that are not mediated. • Divisions requests in line with the RARs process and FTEs for each of those divisions. o The decision was made to provide the allocation to the divisions in order for them to make the determination on how to spend rather than allocate to each project. • Funding Electronic Media Services from the general technology budget. The membership was also provided with an overview of the Instructional Equipment budget for 14/15. Budget totaled $911, 467.00 as a result of carryover monies from 13/14 and 14/15. • $520,000 in instructional computer replacement and classroom mediation in accordance with SACTAC priorities noted above. • $391,467 for instructional equipment utilized in the classroom • Division needs as a result of consults with each division dean to prioritize what their needs are for their areas. • There were no match requirements this year. The importance of upgrading was noted. Students expect meditated classrooms and up to date technology. Faculty is utilizing more technology in their curriculum delivery. Members were reminded that SACTAC makes recommendations to the Planning and Budget committee regarding items related to planning and budget for review. The approved recommendations are forwarded to College Council. • A recommendation was also made and approved in favor of the $911, 467.00 for Instructional Equipment for 14/15. Members were reminded that the $520,000 allocation was a recommendation make from SACTAC as noted above. It was noted that the common themes throughout the requests were the	**ACTION** Motion was moved by L. Tanakeyowma to approve the $391,467.00 Instructional Equipment allocation for the prioritized RARs from the divisions as well as the Instructional Equipment allocation of $520,000.00 for classroom mediation and computers.. 2nd – B. Brennan Motion was approved unanimously.

SACTAC (cont.)	DISCUSSION/ COMMENTS	ACTIONS/ FOLLOW UPS
	updating classroom mediation and computers. This theme aligned with the college's technology plan It was clarified that the Business division requests were incorporated in technology. The computer replacement is updating Academic Computing Center and Math center totaling around $35,000.00. The definition of Instructional Supplies and Instructional Equipment was clarified for the membership. • *Equipment*: Tangible property with a purchase price of at least $200 and a useful life of more than one year, other than land or buildings and improvements there on. • *Supply*: A material item of an expendable nature that is consumed, wears out, deteriorates in use; or one that loses its identity through fabrication or incorporation into a different or more complex unit or substance. Members attention was brought to page 20 (Instructional Support Program Guidance) of the 14/15 Planning and Budget Manual as a guide for instructional purchases.	
8. OLD BUSINESS	**DISCUSSION/ COMMENTS**	**ACTIONS/ FOLLOW UPS**
	Planning and Budget Manual FY 14/15 The Planning and Budget Manual was presented for approval to the membership. The manual had been initially provided as a 1st reading and in addition sent out prior to the October 7, 2014 meeting. A call for changes or revisions was made. • The addition of page numbers to the manual was suggested.	**ACTION** Motion was moved by L. Tanakeyowma to approve the SAC Planning and Budget Manual FY 14/15 2nd – J. Nguyen The motion was approved unanimously.
9. NEW BUSINESS	**DISCUSSION/ COMMENTS**	**ACTIONS/ FOLLOW UPS**
	Resource Allocation Request discussion Members were provided with a brief overview of the SAC RAR process. This process is directly tied to program review. The information is included in the Planning and Budget Manual 14/15. Important to capture what resources are needed in the classroom and in the administrative units in order to achieve intended outcomes. Members were advised that TracDat will be the college's new IT solution that will help in tying SLOs, PLOs and ILOs together and help the college become more organized. The system will take the needs from the SLOs, PLOs and ILOs and link them to program reviews to streamline our current processes and bringing them together with our RAR process. TracDat system is used in 50 community colleges in Ca. directly tied to Ellucian, which is our Datatel colleague system. Looking to having pilot groups in the spring and test-driving the system in spring.	

NEW BUSINESS (cont.)	DISCUSSION/ COMMENTS	ACTIONS/ FOLLOW UPS
	This will be a collaboration of faculty, management and administrators to make sure that college needs are met and outcomes are identified.	
	TracDat has been recommended by the Academic Senate as a way to uniformly identify our intended outcomes and to tie resource needs together through program review. Currently, we the Budget Office does this work by hand. Important to remember that it's the information we put in that will produce the results that will allow us to understand our progress toward outcome attainment. There will be training available on the RAR process by the College Budget Office.	
10. FUTURE AGENDA ITEMS	DISCUSSION/ COMMENTS	ACTIONS/ FOLLOW UPS
	• SAC Quarterly Budget Performance Report • 15/16 SAC Budget Priorities –This item will be sent out ahead of time for review. 13/14 End of Year report - members were reminded to complete the 13/14 End of Year report if they have not done so.	
11. OTHER BUSINESS	DISCUSSION/ COMMENTS	ACTIONS/ FOLLOW UPS
	SSSP and Student Equity Program funding A brief overview of the SSSP and Student Equity Program funding for SAC was provided to the membership. • SSSP formerly known as Matriculation new funding formula allocates 3.5 million to Santa Ana College. • This appears to be a longer term effort to help restructure our system in support of student success. • Funding is tied to specific requirements. • Students must attend an orientation in order for them to move towards the next step of building an educational plan • $2mil of that funding directed towards mandatory services such technological infrastructure and MIS coding. ▪ Future funding will be based on MIS information. Must ensure good data in! • Match requirement much lighter than in the preliminary proposal. FY 14/15 the match is 2:1. • The plan will be submitted at the end of next week to the district office. • The match budget plan will be fine-tuned this week and submitted on time. • This work falls under the Student Success and Equity Committee formerly the Student Success Committee with preliminary dialogue going on for the past 3 or 4 semesters. • The plan will be accessed continuously. • Preliminary plan was presented to the Student Success and Equity Committee a few weeks ago. The committee was updated on an additional source of funding for Santa Ana College, the Student Equity Program. This is a block fund that the district is responsible for the split. The $100mil grant was divided with $30mil target for DSPS and $70mil to improve quality of outcomes. There are six factors in the	

	funding formula with differential weights. SCC will receive $400,000 and SAC will receive approx. $1.1mil. Teams of administrators, faculty and classified staff have been coordinated to develop strategic plans for the allocation.	
OTHER BUSINESS (cont.)	**DISCUSSION/ COMMENTS**	**ACTIONS/ FOLLOW UPS**
	Recommendation to the Board A recommendation related to the Equity funds split between both colleges will be going to the board for the Vice President of Academic Affairs on October 13.	

Adjourned – 3:01p.m.
Next Meeting
Tuesday, Nov. 4, 2014
1:30p.m. – 3:00p.m.
F-126
Submitted by G. Lusk 10/27/14